

Chalmers Town Council Meeting Monday, August 22nd, 2016 Minutes

The Chalmers Town Council met in regular session on Monday, August 22nd, 2016 at 7:00 pm in the Chalmers Town Hall. Present were Council President Marcus King, Vice President Clark Gick, Councilmen David Kurth, Pat Pool, and Herb Chamberlain. Present were Town Manager Faith Willoughby, TA Rebecca Trent, Utility Superintendent Jeff Haynes. Not present was TE Ken Smith and TM Gary Adams.

CP King called the meeting to order, then led all in The Pledge of Allegiance.

No guests present at this meeting.

VP Gick motioned to approve the minutes from Aug 8th and Aug. 17th, seconded by CM Kurth. Motioned carried by a vote of 5-0.

CT Report: Two residents called and were unhappy with the waste water charge. After council discussion, no adjustments will be given.

Update on Charlene's status: 2015 reconciliation is complete and input of information into Gateway (for the AFR) has been done. Ct will verify and get it submitted. CT requested for Charlene reconcile 2016. After council discussion, a motion was made by CM Pool to have 2016 reconciled to conclusion, seconded by CM Kurth and carried with a vote of 5-0.

No delinquent report available.

A rough draft of a new billing & payment policy was submitted for further discussion.

Council was updated on an Andy Funk renter who left without notifying the Town Hall. Ct left messages with renter but she changed her phone number. Information was given to the town attorney. Council believes the owners need to require a larger deposit and discussion was had on a renter's pre-pay status for utilities.

Jeff Haynes asked why the utility due date was pushed back to the 5th of the month. CT says it was to give the residents 5 more days to pay and makes it easier for the Purdue employees who get paid on the past day of the month. A few council members say we do not adjust billing per the residents pay dates. CM Gick has drawn up a utility policy when meters are to be read, and when bills are to be paid. further discussion will be held at executive meeting.

CT updates the council on the status of the Frontier High waste water issue. I now have an understanding of how to do the adjustment manually. A check was cut and handed to the superintendent per his request instead of an adjustment in the billing system.

The CT updated the council on the scam by a company called GPM relating to our System for Award Management (SAM) and I was under the impression it was a legitimate renewal. All information

regarding GPM has been handed over to the town attorney. Further discussion with our attorney to follow.

CP King states we need to start now with rate increases to come into effect by the end of the year or sooner if possible. It was suggested we look at the 50% increase suggested by the town engineer after rate study he completed in 2015. Electric and waste water have already been increased and now do a 20% increase to water and another 5% too electric. Another suggestion is to stagger the increases over several months and a different utility each time.

Engineer's report not available.

Trash contract: The Town Manager will look at the current policy and get with other companies for a "bid policy" to be submitted.

TM Report: the water/waste water ordinance needs to be looked at by the council and changes recommended. A discussion was had regarding the possible usage of a portable water meter that can be hooked up to a resident's outside water spiket and taken off after usage for a small fee. The water/waste water ordinance will be update for this meter usage too.

Tip Top Farms litigation: The attorney for the town asked if anyone with the town has had any contact with Comcast.

Street work has been submitted and bids are being looked at. We should hear soon about the matching grant too. Fence repair at the waste water station is complete. No work has been done with the office's. The town attorney has sent the prior clerk treasurer a letter regarding reimbursement for 2015 taxes penalties. The generator from Reynolds was looked at and is in very good condition, the town manager is working on a transfer of the generator for supplies on hand but not needed.

TM: Policies-Credit card not looked at yet. The utility clerk position is still in the draft status. Standard Operating Procedure (SOP) are still in the works for the internal audit. Key logs being worked on. Burn policy needs more refinement. A sprinkler credit ordinance is in the works.

Camera's at the town hall will be finalized as soon as Gary finishes his move. There will be an active shooter webinar at the town hall on Sept 13thg at 1PM. Faith is to meet soon with Terry with REMC regarding the school power outage. The council was shown the TM labor allotment study.

TM Willoughby is looking into a free service from Nixel that Reynolds uses to update the town on situation in real time. An ordinance will be required. The newsletter is being worked on.

TM Willoughby notified the council that we may be reimbursed from White County for some of our storm damage claims paid.

Leaves and twigs being pick up by the town was discussed and further discussion is required before it is added to the ordinance.

The bid from Extreme for pot hole filling was discussed and a motion to approve \$8000 for said filling was made by VP Gick, seconded by CM Pool. The motion carried with a vote of 5-0.

Park Department: The Civics Club is working on a project by the gazebo and a suggestion to make a donation was made. The town attorney says we are not able to do it. Another

monument is also being added to the town (The History of Chalmers). CM Kurth says the lighting at the park is progressing. A few changes to the schedule for Chalmers Day 2017 are in the works.

The council approved Jeff Haynes to have Godlove come out and camera the storm water by the church.

Police Report not available.

An executive meeting has been scheduled on Aug 29th, 2016 at 7:00pm for utility finances discussion.

VP Gick made a motion to adjourn the meeting, seconded by CM Kurth. Motion carried by a vote of 5-0.

Meeting adjourned at 9:30PM



CP Marcus King

CT Jeff Resnick